

September 30, 2014

TO: Orphans' Court Attorneys
FROM: Carol Ruckert Fiorucci – Register of Wills
Cc: Judge Richard Mancini (Orphans' Court)
RE: Orphans' Court Motion Procedures

NOTICE

In an effort to alleviate problems that are occurring with Orphans' Court filings, effective October 1, 2014, the following procedure will apply to Orphans' Court Motions;

- 1) Prior to appearing in Motions Court any Petition/Motion to be presented must first be filed with the Office of the Register of Wills.
- 2) At the time of filing, the Petition/Motion will be time-stamped and assigned a docket number (if appropriate). The filing fee must be paid at this time.
- 3) The Petition/Motion can then be presented to the Orphans' Court Judge, in Motions Court. If the Order attached to the Petition/Motion is signed by the Judge, then after it is time-stamped in the Judge's Chambers, the signed Order and original Petition/Motion shall be immediately filed with the Register of Wills, after which a Certified copy will be provided.

Note: The Register of Wills Office opens at 8:00 A.M. daily.

ORPHANS' MOTION COURT IS EVERY TUESDAY & THURSDAY
8:45 AM TO 9:15 AM COURT ROOM #8
JUDGE RICHARD MANCINI